**Was the information created, sent or received as part of your work for the government?**

This is **OFFICIAL** information (baseline **Official**) and may need additional security protection

including classification.

**Yes**

**Consider**

**No:** This is **UNOFFICIAL** information.

Marking information as **UNOFFICIAL** is optional, but may be required by ICT system (e.g. email).

**No**

**Consider**

**Is the information related to Cabinet business, or WOULD disclosure lead to (as a minimum):**

* Potential harm, for example injuries that are not serious or life threatening;
* Compromise of **Sensitive** Personally Identifiable Information (as defined in the Commonwealth Privacy Act) resulting in discrimination, mistreatment, humiliation or undermining an individual’s dignity or safety that is not life threatening;
* Loss of organisational capability causing a minor loss of confidence in government;
* Limited damage to government assets, infrastructure or operations and services, including closure or disruption;
* Impeding the detection, investigation, prosecution of, or facilitation of the commission of low level crime;
* Undermining the financial viability of individuals, organisations or companies; or
* Breach of legal privilege, tender processes, contracts or agreements, or result in a failure of statutory duty?

This information requires the categorisation of **OFFICIAL Sensitive**.

**Yes**

**Are any sub-labels appropriate? Agencies may choose to apply the following sublabels to OFFICIAL Sensitive information only where absolutely necessary.**

* OFFICIAL Sensitive Cabinet
* OFFICIAL Sensitive Legal
* OFFICIAL Sensitive Personal
* OFFICIAL Sensitive Commercial

**Consider**

**Consider**

**Is the information related to dealings with the Australian Government that they have denoted as being Classified (Protected, Secret or Top Secret)?**

Retain Australian Government security classification markers and note for further assessment.

**Yes**

**Consider**

**WOULD unauthorised disclosure result in low business impact, as the information consists of:**

* Information collected from routine business operations and services and may include Personally Identifiable Information of an individual, business or entity?

This information is **OFFICIAL -** the default category for most government information.

**Yes**